

DRIVE

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SEMCOM



VISION: *To contribute to the societal enrichment through quality education, innovation and value augmentation.*

MISSION: *To build up a competitive edge amongst the students by fostering a stimulating learning environment.*

DREAM: *To establish a unique identity in the emerging global village.*

GOALS:

- *To focus on integral development of students.*
- *To offer courses and programs in tune with changing trends in the society as a whole.*
- *To update the curriculum as per the need of the business and industry.*
- *To create unique identity in the educational world at the national as well as international level.*
- *To institutionalize quality in imparting education.*
- *To incorporate innovations on a continuous basis in the entire process of education at institutional level.*
- *To create platform for the students for exhibiting their talent and for development of their potentials.*
- *To generate stimulating learning environment for students as well as teachers.*
- *To build cutting edge amongst the students to withstand and grow in the competitive environment at the global level.*

The overall mission is reinforced by the Punch Line

“WHAT WE THINK, OTHERS DON’T”.

CONTENTS

Pg.4	From Chief Editor's Desk Dr Nikhil Zaveri Director & Principal, SEMCOM
Pg. 5	IQAC CORNER
Pg.11	SEMCOM IQAC Updates Editorial Board, DRIVE SEMCOM
Pg.12	FINTELLIGENCE DR. KAMINI K. SHAH ASSISTANT PROFESSOR SEMCOM
Pg.14	SEMANTIC WEB DR. NEHAL DAULATJADA ASSISTANT PROFESSOR SEMCOM
Pg. 15	COMMUNICARE DR. NISHRIN PATHAN ASSISTANT PROFESSOR SEMCOM
Pg.17	MY VOICE MR. SUNIL CHAUDHARY ASSISTANT PROFESSOR SEMCOM
Pg. 18	ACCOUNTING AURA MR. PRATIK SHAH ASSISTANT PROFESSOR SEMCOM
Pg. 20	ARTICLE DR. KAMLESH VAISHNAV ASSOCIATE PROFESSOR SEMCOM
Pg.22	ARTICLE MR. VISHNUKUMAR TERAIYA TRAINEE ADHYAPAK SAHAYAK SEMCOM

Pg. 23	ARTICLE MR. NAINESH GATHIYAWALA ASSISTANT PROFESSOR V.T. PODDAR COLLEGE,SURAT
Pg. 25	EDITORIAL BOARD SEMCOM

Editorial Board:

Dr. Nikhil Zaveri	Chief Editor
Ms. Nishrin Pathan	Managing Editor
Ms. Richa Gulwani	Executive Editor
Ms. Reshma Pathak	Technical Editor

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From the Chief Editor's desk:

Awards: Vehicles for Students' Excellence

Through research it has been proven that recognizing one's efforts is more valued than any monetary rewards. In all the professional fields recognition enhances work efficiency. In academics also motivated students to perform excellently. It instills the spirit of competitiveness among students which in turn develop lot of skills like hard work, perseverance, team spirit, leadership etc. in fact, in academics, awards should be of utmost importance. Awards are definitely work as a vehicle to enhance their capabilities. It motivates them to excel well in their respective areas. Sometimes students are not aware about their potentials, if they are brought out and recognized then it increases their confidence to work ahead on that line. Awards, no doubt enhances their skills, confidence and spirit of challenge and pursuits of hard work.

Awards can be given to students achieving higher academic merit. An average student excelling in academics better than his or her peers should be recognized some way. Students who have attained increased confidence, accomplishments among

classmates should also be recognized. Some student, despite coming from vernacular medium, achieving higher merits shows his or her hard work and commitment which should be recognized. Apart from academics, students should be awarded for their excellent performance in co-curricular activities, demonstrations and exemplary behavior as well. Students, over a period of time develop qualities like team work, leadership etc. these skills are helpful in their future job. For instance, students working for student council where they do excellent even coordination, manage effective public relations and gain sponsorship or raise funds, lead the team members in representing the team to the other institutes and bring laurels to the college must also be acclaimed well through appropriate awards.

Students doing well in athletics, sports etc. should also be duly recognized. All work and no play makes Jack a dull boy. Students must be instilled with the spirits of sportsmanship and be aware of physical fitness through recognizing their sports activities. They are encouraged and motivated to excel more if their participation is recognized.

Recognition of students' potentials can be done through number of ways. A formal award policy has to be institutionalized so that deserving candidates are identified. There should be some merit criteria laid down which decide the meritorious students. They can be awarded through cash prizes, public recognition, gold medals, trophies and shields, certificates etc. it also turns out to be happy memories of their student life which they cherish throughout their life.

By:

**Dr. Nikhil Zaveri
Director & Principal,
Chairman, IQAC
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IQAC Corner:

Research Article:

Sustainable Development of Higher Educational Institutions through Innovation Management

Abstract:

The ability to innovate is a vital core competency-one that you, as leader, entrepreneur or manager must possess, in order to build growing, profitable businesses and with them change the world for the better. The Brundtland Commission defined sustainable development as a pattern of resource use that "meets the needs of the present without compromising the ability of future generations to meet their own needs." Progressively, universities and other higher education institutions (HEIs) have been incorporating sustainable development values and practices into their core activities of teaching and research, institutional management and operational systems.

Introduction:

The ability to innovate is a vital core competency-one that you, as leader, entrepreneur or manager must possess, in order to build growing, profitable businesses

and with them change the world for the better. One of the many paradoxes that have innovation at their core is the clash between Pablo Picasso and Jim Collins- the need for free, unfettered creativity, together with the need for focused, systematic discipline- and the overriding imperative to make these two qualities not only coexist but fall in love and marry. Great organizations score 10 out of 10 on both of culture and discipline and creativity.

Of the many fallacies that surround innovation, perhaps the most damaging is one widely shared by many managers and organizations: 'Innovation is solely what happens in the Research and Development center. Organizations where innovation resides solely among R&D engineers are often boring, bureaucratic places to work and rarely sustain growth and profit. **Innovation ought to be a process that pervades every single part of the organization's value chain, as oxygen pervades our atmosphere.**

In your organization, can you imagine a Warehouse worker calling up the CEO and saying, boss, why do we need a parts warehouse anyway? And explaining how much money could be saved by just-in-time parts deliveries, like the company down the block?

And the CEO who will take the call and listen? If you cannot, your innovation culture needs some serious renovation.

Definitions:

INVENTION: The creation of novel services, products and production techniques.

INNOVATION: The practical refinement and development of an original invention into a usable technique or product; or, a process in which creativity is applied to every facet of an organization's value chain, from beginning to end, to develop new and better ways of creating value for customers.

INNOVATION MANAGEMENT: The process of creating and implementing a business design surrounding a creative idea, with the goal of transforming an invention into an innovation, and ultimately to achieving sustained competitive advantage, leading to growth and profit, in the market place.

VALUE CHAIN: The series of related actions, processes and steps required to bring the finished product or service to the ultimate consumer.

BUSINESS DESIGN: An integrated system showing how to create an internal value chain- finance, produce, market, deliver, advertise, and service a product or service innovation-

and then implement and manage that system, down the value chain, in order to delight the customer.

The ultimate goal of innovation is sustained competitive advantage. Sustained competitive advantage necessarily requires sustained innovation.

If your organization's competitive advantage is driven by its great people – and in today's global world, nearly all successful organizations fit that description – then it must be innovative, because great people love to think up, develop and implement new ideas. Organizations that do not innovate quickly lose their innovative people. They migrate to organizations that do welcome and encourage such people and allow their talents full expression.

Change Society:

'We innovate', notes an International Business Machines (IBM) report, 'When a new thought, technology, business model or service actually changes society'. This 'change-the-world' passion is an enormous force that drives innovation and enhances the wellbeing of millions worldwide. 'Make Meaning', not 'make money' is the true focus of the

innovator. (ShlomoMaital and D.V.R Seshadri, 2012)

Sustainable Development of Higher Educational Institutions through Innovation Management:

The Brundtland Commission defined sustainable development as a pattern of resource use that "meets the needs of the present without compromising the ability of future generations to meet their own needs. Progressively, universities and other higher education institutions (HEIs) have been incorporating sustainable development values and practices into their core activities of teaching and research, institutional management and operational systems. However, the debate thus far has focused primarily on the rationale and reasoning for why sustainable development needs broad adoption. The international discussion, however, has failed to specify the various actions that higher education institutions can adopt.

Sustainable development of Higher Educational Institutions must commit countries to pursue environmentally and socially sustainable strategies for economic growth. Economic development can also be achieved using

greener technologies and maintaining low carbon emissions.

India's higher education system is the third largest in the world, next to the United States and China. The main governing body at the tertiary level is the University Grants Commission, which enforces its standards, advises the government, and helps coordinate between the centre and the state. Accreditation for higher learning is overseen by 12 autonomous institutions established by the University Grants Commission.

Sustainable development of Higher Education Institutions will require a holistic approach on part of central and state governments (executive), judiciary and all stakeholders including society, corporate, with the vision of education and growth opportunities for all, mission of creating ethically sound human resources and objective of creating competitive human resources which are not only nationally but globally employable. The issue of sustainable development of higher educational institutions in India must address the issue of improving the infrastructure and quality of primary education along with higher education. .

Developing countries like India face the problem of economic development, sustainable economic development with employment opportunities. Unemployment and Poverty are the two burning problems faced by Indian Economy.

National Assessment and Accreditation Council:

National Assessment and Accreditation Council (NAAC) was established by the UGC in September 1994 at Bangalore for evaluating the performance of the Universities and Colleges in the Country. NAAC's mandate includes the task of performance evaluation, assessment and accreditation of universities and colleges in the country. The philosophy of NAAC is based on objective and continuous improvement rather than being punitive or judgmental, so that all institutions of higher learning are empowered to maximize their resources, opportunities and capabilities. Assessment is a performance evaluation of an institution and /or its units and is accomplished through a process based on self-study and peer review using defined criteria. Accreditation refers to the certification given by NAAC which is valid for a period of five years. At present the

Assessment and Accreditation by NAAC is done on a voluntary basis.

ISO also provides standards for Higher Educational Institutions. Education Industry has emerged with multitude of colleges and departments offering education from medicine to engineering to management, just to name few disciplines. The question of quality education is very relevant for both central and state funded educational institutes to private institutes. Education being a service product, its quality is difficult to measure. If we apply marketing and societal marketing concept to higher education, then the pillars are:

- **Identifying the needs and wants of customers:** Career counseling can help the learners to make right course and career choices. The need for conducting psychological test to identify learning aptitude of learners can be beneficial to them in selecting right courses.
- **Market segmentation, targeting and positioning with Market Focus:** Higher Educational Institutions need to segment their market, target learners with appropriate courses and position themselves as premier institutes of quality higher education.

- **Customer Orientation:** Learners must be offered quality education with career counseling and placement facility. Customer orientation must be practiced by all the human resources of the higher educational institutes right from peon, to administrative staff, principal, director, faculties to university staff.
- **Internal Marketing:** The job of the top management is to keep human resources satisfied, so that they can better serve learners.
- **Profitability:** In case of private universities and colleges they must earn profit to ensure their sustenance and growth. But then objective must be to earn profit and not to indulge in profiteering.
- **Social Orientation and Responsibility towards society:** Education is a noble profession, with the objective of nourishing and nurturing the future generation with right kind of values, ethics, etiquettes, skills, character which contributes to societal, national and global wellbeing. Lord Krishna in Bhagwadgita rightly said that there is

nothing as pious, pure, divine as Gyanyagna. Our ancient Indian system of education based on Guru- Shisya tradition always uphold the respect of guru who is considered at par or even superior to god with the verses: guru or govinddonokhadekakekelagupaav...bali hari guru aapni, govinddiyobataye. Meaning that even blessings of god can be achieved with the blessings of guru.

Conclusion:

Indian education system is passing through challenging times with its relevance being questioned, particularly in terms of skills formation and employment opportunities. Innovation is must in field of education with the increasing use of ICT pedagogy in field of education and increasing emphasis being placed on internship and learning through doing.

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Title of the Book: Quality Footprints – Sustainable Development of Higher Education Insitutions

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By:

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SEMCOM IQAC Updates:

Admissions 2016-17

Admission process at SEMCOM has started for undergraduate courses in BBA, BBA-ITM, BCA and BCom. Admissions are also open for Master of E-business. Aspiring students may visit www.semcom.ac.in to view prospectus and download admission form. Forms can be submitted physically at SEMCOM office from 09:00 to 05:00 during working days.

For further details, please contact: 02692-311331, 231811, 235624.

Fintelligence

Value Averaging Investment Plan

Value-averaging investment plan is a relatively new method of investing in the equity markets. It can be applied to a wide variety of investment instruments like stocks, mutual funds etc. It is developed by former Harvard University professor Michael E. Edleson. Value averaging investment plan (VIP) is a method of investing in the market that tries to lower the cost of purchase of units more effectively than a regular systematic investment plan(SIP). In this method, the amount of money invested on a monthly basis is flexible and varies within a range of minimum and maximum. In contrast, the amount of money invested using SIP is constant every month. The VIP mode of investing is similar to an SIP in the sense that both involve making regular investments in a vehicle like mutual fund. The purpose in both the cases is to help avoid timing the market by steering clear of the sentiment and inducing discipline.¹

Every VIP is set-up using four values:

1. A initial or a nominal value
2. An expectation of return from the investment
3. A maximum value
4. A minimum value

If the fund performs better than the expected value in the previous month, then the amount

¹http://articles.economictimes.indiatimes.com/2011-05-23/news/29568997_1_investment-plan-investment-strategy-total-investment

invested in the subsequent month would be proportionally LOWER. If the fund performs worse than expected in the previous month, then the amount invested in the subsequent month would be proportionally HIGHER. However, the amount invested will not go below the minimum value specified and it will not go above the maximum value specified. Suppose you invest in a mutual fund scheme with a target portfolio value of Rs 5,000 each month. This means that you commit to grow your monthly investment value by Rs 5,000. After making the initial contribution of Rs 5,000, you find that in the next month, the portfolio value has grown to Rs 5,200. So now you have to invest only Rs 4,800 (Rs 10,000–5,200) so that the total investment reaches Rs 10,000. In the succeeding month, if the value of the investment declines to Rs 9,600 due to a market correction, you will be require to invest Rs 5,400 (Rs 15,000–9,600) to achieve the target amount of Rs 15,000. This ensures that you invest more when the market is falling and less when it is on the rise. In some ways, value averaging technique follows the Warren Buffett investment philosophy of '*being greedy when others are fearful and being fearful when others are greedy*'. Over the long term, this strategy promises to deliver better risk-adjusted returns compared with a similar SIP structure. It is also the ideal tool in financial planning as the probability of achieving a target value for one's portfolio is higher.²

² ibid

The advantage of VIP is that it reduces the cost of entry into the market over the long term, and consequently the rate of return on the portfolio will likely be higher than regular SIP. However, please note that since the amount of investment can keep varying, the total amount invested would be different, and consequently the total returns (gain or loss) would be different than the SIP as well.

VIP is suited for investors who can tolerate investing different sums of money each month. For beginners in the world of investments, it's better to start with SIP, and later, add one or two schemes to the VIP method and then compare the performance and process of the two plans, and decide what is best for them.³ Compared to SIPs, VIPs are also more difficult to administer. While all mutual funds allow automated SIPs, very few offer automated VIPs. This means you have to do it manually or rely on your investment adviser or distributor or online mutual fund transaction portals like FundsIndia.⁴

Data suggests that the VIP delivers a higher return on an average as compared to a SIP. For investors looking for a more intelligent way of investing compared to the SIP that contributes

a fixed amount every month, the VIP is an option worth considering.⁵

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³<http://www.fundsindia.com/pages/learning/using-fundsindia-value-added-features/vip-vtp/>

⁴<http://economictimes.indiatimes.com/wealth/invest/should-you-opt-for-sip-or-value-averaging-investment-plan/articleshow/52585213.cms>

⁵<http://apnaplan.com/vip-value-averaging-investment-plan-%E2%80%93-better-than-the-best/>

SEMANTIC WEB:**Knowledge and Semantic Web**

From the context of Artificial Intelligence (AI), *representing knowledge is focused on using that knowledge to solve problems, and the implication that knowledge is more than just factual information* [1]. So the proper storage of must be done in a way that makes it possible to search, and if necessary, derive new knowledge from it. The primary goal of knowledge representation (KR) is to enable an intelligent agent with a Knowledge Base (KB) to allow it to make intelligent decisions. Ontology is the core in KR. From the AI perspective, it is a model that represents a set of concepts within a specific domain as well as their relationships. It can be used as a means of communicating knowledge between two heterogeneous agents. This large repository of knowledge is useful if it can be shared and used in a predictable way. Allowing access to the vast pool of information guarantees simultaneous access and also transfer of knowledge centrally for integration and interaction. The Web is a widely exploited medium of data-interchange and poses new requirements for any exchange format [2] as listed below:

- **Universal expressive power:** As it is not possible to anticipate all possible uses, a Web-based exchange format must be able to express any form of data.
- **Syntactic interoperability:** Applications must be able to read the data. Software components like parsers or query Application Programming Interfaces (APIs), should be reusable among different applications.
- **Semantic interoperability:** Syntactic interoperability is about parsing data and deriving meaning. It is about defining links between terms within the data which can be achieved through content analysis.

Due to the realized importance of integration and interoperability for intra- and inter-business processes, the research community has developed several standard semantic languages such as the RDF, RDFS and the OWL for sharing both documents and data.

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By:

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COMMUNICARE

Communication for Leadership Success

Leadership skills are important in all the spheres of professional life. It is essential when you are leading a company or even a small team. And the most crucial component in leading the people is the way you communicate. Communication is leadership helps you build trust among group members. Communication is fundamental to build trust. It an unquestionable belief on the persona and his actions. It is nothing but effective communication style that lets you disclose yourself in front of the team mates. The amount of self-disclosure leads to the trust building. Trust creates smooth alignment with people and makes execution of tasks simpler.

Another communication style for a leader includes his or her verbal and non-verbal style while interacting with team mates. How friendly and still commanding body gestures and postures you have make lot of difference. Eye contact and smiles are also equally important to maintain rapport and trust among members. Effectively listening to every small matter of team members help develop group cohesion. Good listener listens to people with

an open mind and understands the every facet of the matter. It shows care and consideration towards others. Leaders are also expected to have sound self-communication. Self-talk creates lot of self- awareness which further eliminates conflicts with self or with others. Deep listening to self and reacting accordingly leads to self-awareness. Sharp observation on every move of own behavior also help generate self-awareness. The best way to be aware about self is to do SWOT analysis on regular basis. It also helps know the edges of one's personality and develop compatibility with others.

Two more important things about leader's communication style is one-to-one and public communication. Leaders should talk about one's flow in person using one-to-one communication. Suggestions, fault correction, reprimands for work Improvements should be discussed personally while acknowledgements and recognitions should be shared publicly to raise the morale of the person. People feel motivated when their efforts are recognized by the leader. Business leadership also includes leading all stake holders. Communicating with stakeholders requires leaders to be apprised of all information related to the business.

Transparent and open communication helps organization build trust among stakeholders and creates value of the organization. For better results company can go for communication audit periodically. It gives full picture of communication flow and various formal and informal communication channels existing in the organization.

Leaders are the people who are followed so their communication and behavior must set an example. There has to be balance between words and actions. Since non-verbal communication is more open to multiple interpretation, leader must make use of accurate verbal communication and follow the actions accordingly. A conscious communication by leader can definitely lead to successful leadership.

By:

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MY VOICE:**The Participative Leadership Style**

Leadership has been variously defined by various scholars. Some research scholars have focused on the traits required to be an effective leader, others have focused on the behavior, functions and situational variable in defining leadership. Leadership can be understood as the process whereby the leader influences the followers or group to work willingly for the achievement of organizational objectives. The leader must be able to communicate, persuade, and motivate the subordinates to work enthusiastically for the achievement of organizational mission, vision and objectives. In the modern competitive economy of today, business to a large extent depends on the leadership skills displayed by its founders, promoters and the managers.

Business leadership may involve differing kinds of employee participation in the business decision-making process. In the case of autocratic leadership, the leader takes the decision with no employee's participation. In the case of consultation, the leader asks for the employee's suggestions, opinions and ideas, and after considering employee's suggestions and opinions takes the decision(s). In the joint decision-making both managers and employees have equal influence in the decision-making process. The delegation involves delegation of authority and responsibility for taking business decision(s) within stipulated limits with or without the approval of the manager.

There are several benefits of participative business leadership.

- Employee's participation in the decision-making process may improve their problem diagnosis, problem analysis and decision-making skills.
- Employee's participation in the decision-making process may result into employee's ownership of the decision(s) and as a result increased motivation to implement the decision(s).
- The manager(s) can better use the information available with peers, subordinates, suppliers to take appropriate decision(s).
- Depending on the nature of the followers or participants, participative leadership style can enhance organizational productivity.
- The participative leadership style allows analysis of business problems from different dimensions and may result into better quality decision(s).

The modern business organizations with the human resources consisting of professionals, specialists, scientists, engineers etc. stands to benefit immensely by adopting the participative leadership style. The drawbacks of the participative leadership style are it may become time consuming process and results into slower decision(s). The decision taken through participative leadership style may not necessarily be the best decision, as it may involve compromise between the participants on conflicting issue(s) and may result into the average decision(s).

The modern management approach aiming at the optimum utilization of the talent, creativity of the human resources also stresses on the employee's participation in the decision-making process. Japanese management with the focus on the employee's participation in the decision-making process has achieved remarkable gains in the organizational productivity. The participative leadership style has lot to offer in terms of executive development, higher human resource motivation, high morale, low employee job turnover and increased organizational productivity. The appropriate leadership differs according to the nature of followers, the business situation, but the adoption of the participative leadership is the way for making optimum utilization of the talent of the human resources and achieving higher organizational growth and the higher organizational productivity.

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Accounting Aura:

I am going to discuss " jarahatke" in this article. I mean to say that in this article, I will discuss about a meditation technique – Vipassana. This is all about not only to meditate for our spiritual progress but also about how to live life in a better way so that the whole world can become a better place to live for all beings. I will try to associate this technique with accounting procedure here in this article.

Basically, this technique of meditation can be divided into three parts just like basic three steps of accounting procedure. First is " Shil" which means to follow certain principles strictly like to avoid speaking lie , stay away from violence , to stop taking any bad addictions etc. These all " skills" will help in purifying our mind and this will also result into better society of human beings. In accounting also, to follow basic principles, standards and concepts is compulsory.

Second is " Samadhi" which mean to know yourself in a better way. One needs to understand oneself in a real way. No imagination is required. One has to observe oneself as it is in reality. For this purpose,

technique of “ aanapan” which mean to witness breathing to control mind is to be learnt. By practicing it constantly , control of mind can be achieved which will help in improvement of power of mind . In accounting also, it is required to record transactions as they have occurred without any imagination.

Third is “ Pragna” which mean to see the happenings of body and life with “ Drashtabhav”. It is wisdom of understanding life in the best way. Everything is changing. Nothing is permanent- no situation or no person. And so one requires to understand that to generate “ raag” (good feelings) or “ Dhwesh” (bad feelings) is foolish. One must remain stable from inside in all situations of life is the message of this technique. In accounting also, on the basis of recorded transactions , they are to be analysed.

This is very old technique spread from India only over 2,500 years ago all over the world. At present , to teach this technique , various centres are available all over the world. One has to stay in that centre for 10 days by surrendering completely there. All rules and regulations are to be followed like to stay away from using cell phones and all other ways of

communication. It will not be allowed to speak also for nine days. In a day, around for 12 hours, it is required to meditate as guided from there. This technique has to do nothing with any of religion. Any one can learn this technique. I have experienced such learning and on the basis of my experience , I feel that all human beings must attend this course once in life at least, as soon as possible. This will create a different angle of seeing life and that will result into better world for all to live happily.

By:

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SEMCOM

Article:**Productivity Tips and Tricks: MS Excel Conditional Formatting – III****To format only cells that satisfies some condition**

It is also possible to format only specific cells based on certain condition. For example, in marks record of students, you can highlight the students who obtained less than 40 marks in red color. Or, you can display top 5% students form specific class.

Quick Formatting

- Select a range of cells
- On the **Home** tab, in the **Style** group, click the arrow next to **Conditional Formatting**, and then click **Highlight Cells Rules**
- Select the command that you want, such as **Between**, or **Equal To**
- Enter the values as required, and then select a format

Advanced Formatting

- Select a range of cells
- On the **Home** tab, in the **Style** group, click the arrow next to **Conditional Formatting**, and then click **New Rule or Manage Rule**. From Manage Rule also New Rule can be selected, or old rule can be edited
- Under **Select a Rule Type**, click **Format only cells that contain**

- Select and Fill the values as per requirement to highlight only specific cells that matches the given criteria
- To specify a format, click **Format**, apply desired formatting, and then click **OK**

To format only top or bottom ranked values or to format only values those are above or below average

You can find the highest and lowest values in a range of cells based on a cutoff value that you specify. For example, you can find the top 5 students from the grade report, or the bottom 10% faculty with respect to number of teaching sessions conducted by them.

Quick Formatting

- Select a range of cells
- On the **Home** tab, in the **Style** group, click the arrow next to **Conditional Formatting**, and then click **Top/Bottom Rules**.
- Select appropriate option, enter the required values, select a format, and click **OK**

Advanced Formatting

- Select a range of cells
- On the **Home** tab, in the **Style** group, click the arrow next to **Conditional Formatting**, and then click **New Rule or Manage Rule**. From Manage Rule also New Rule can be selected, or old rule can be edited
- Under **Select a Rule Type**, click **Format only top or bottom ranked values OR**

click **Format only values that are above or below average**

- Select and Fill the values as per requirement to highlight only specific cells that matches the given criteria
- To specify a format, click **Format**, apply desired formatting, and then click **OK**

To format only unique or duplicate values

Quick Formatting

- Select a range of cells
- On the **Home** tab, in the **Style** group, click the arrow next to **Conditional Formatting**, and then click **Highlight Cells Rules**.
- Select Duplicate Values
- From Dialog box select Duplicate or Unique, select a format, and click OK

Advanced Formatting

- Select a range of cells
- On the **Home** tab, in the **Style** group, click the arrow next to **Conditional Formatting**, and then click **New Rule or Manage Rule**. From Manage Rule also New Rule can be selected, or old rule can be edited
- Under **Select a Rule Type**, click **Format only unique or duplicate values**
- From Dialog box select Duplicate or Unique
- To specify a format, click **Format**, apply desired formatting, and then click **OK**

Reference

- On-line help document of spreadsheet software MS-Excel.

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SEMCOM

Article:**Google Docs**

Google Docs are word processor, a spreadsheet and a presentation program respectively, all part of a free, web-based software office suite offered by Google within its Google Drive service. The suite allows users to create and edit documents online while collaborating with other users in real-time.

The three apps are available as web applications, as Chrome apps that work offline, and as mobile apps for Android and iOS. The apps are compatible with Microsoft Office file formats. The suite also consists of Google Forms (survey software), Google Drawings (diagramming software) and Google Fusion Tables (database manager; experimental). While Forms and Tables are only available as web applications, Drawings is also available as a Chrome app.

**Documents**

1,024,000 characters, regardless of the number of pages or font size. Uploaded document files that are converted to Google Docs format can not be larger than 50 MB.

Spreadsheets

In Google Sheets, spreadsheets can have at most 2 million cells, and formulas are subject to additional complexity limits.[62] Until around 2014, there could have been a maximum of 256 columns per sheet and 200 sheets per workbook, with 400,000 cells in all.[63] Uploaded spreadsheet files that are converted to Google Sheets were restricted to at most 20 MB.

Presentations

Presentations created in Google Slides can be up to 50 MB. Uploaded presentation files that are converted into Google Slides format can also be up to 50 MB.

Supported file formats

Files in the following formats can be viewed and converted to Docs, Sheets or Slides formats

For documents: .doc (if newer than Microsoft Office 95), .docx, .docm, .dot, .dotx, .dotm, .html, plain text (.txt), .rtf, .odt

For spreadsheets: .xls (if newer than Microsoft Office 95), .xlsx, .xlsm, .xlt, .xltx, .xltm, .ods, .csv, .tsv, .txt, .tab

For presentations: .ppt (if newer than Microsoft Office 95), .pptx, .pptm, .pps, .ppsx, .ppsm, .pot, .potx, .potm

For drawings: .wmf

For OCR: .jpg, .gif, .png, .pdf

Advantages :

- ⇒ Access your document anywhere, any time.
- ⇒ No need to install Microsoft office on your computer
- ⇒ It is free

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Article

Angular JS

- It is an open source JavaScript framework.
- Angular JS is developed by Google.
- It is used to build web applications.
- It can be freely available and any one can use it.

Why to Use AngularJS?

There are advantages to use **AngularJS** over than simple **JavaScript** because **AngularJS** can test right from the start. So, it is very easy to test any of its components through unit testing.

Moreover we can easily develop application in MVC way. You just have to split your application code into MVC components i.e. Model, View and the Controller.

The disadvantage of using AngularJS is, if end user disables JavaScript, AngularJS will not work. As well as it is not secured because it is JavaScript based framework so it is not safe to authenticate user through AngularJS only.

We can develop AngularJS using IDE like:

- Visual Studio
- Eclipse

- WebStorm
- TextMate

AngularJS First Example

AngularJS applications are a mix of HTML and JavaScript. The first thing you need is an HTML page.

```
<!DOCTYPE html>
<html>
<head>
.
.
</head>
<body>
.
.
</body>
</html>
```

Then we have to include AngularJS JavaScript file in the HTML page in <Head> so we can use AngularJS:

```
<head>
<script
src="https://ajax.googleapis.com/ajax/libs/angularjs/1.2.5/angular.min.js"></script>
</head>
```

AngularJS directives:

There are **directives** in AngularJS. There is a set of built-in directive in AngularJS which offers functionality to your applications. You can also define your own directives. All AngularJS directives start with the word "ng". Like "ng-app", "ng-model", "ng-controller", "ng-repeat" etc.

Let's see a simple example of AngularJS directive.

```
<input type="text" id="studName" ng-model="StudName"/>
```

AngularJS Controllers:

AngularJS controllers are used to control the flow of data of AngularJS application. A controller is defined using ng-controller directive. AngularJS Controllers are used to Set up initial state of the \$scope object, and Add behavior to the \$scope object.

AngularJS services

Services are objects that can be used to store and share data across the application. AngularJS offers many built-in services such as \$http i.e. used to make XMLHttpRequest.

AngularJS Template

A template consists of HTML, CSS and AngularJS directives that are used to render dynamic view.

AngularJS filter

A filter is used to format the value of expression to display the formatted output. AngularJS enables us to write our own filter.

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